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The Commonwealth of Massachusetts
DEPARTMENT OF EDUCATION
BUREAU OF TEACHER CERTIFICATION AND PLACEMENT
David L. Fitzpatrick, *Director*

CERTIFICATION OF PUBLIC SCHOOL PROFESSIONAL PERSONNEL

Requirements under General Laws, Chapter 71, Section 38G

1. Proof of American Citizenship.
   A birth certificate or a registrar of voter's certificate, or other valid proof of U.S. citizenship should accompany application. In case of change of name, submit a copy of court decree. Married women should also submit a copy of marriage certificate.
2. Proof of Good Health.
3. Proof of Sound Moral Character.
4. Proof of possession of a bachelor's or higher earned academic degree, or graduation from a four year normal school approved by the Board of Education. Official transcripts or photostatic copies of records stamped with college seal must accompany application.
5. Proof that applicant's preparation included the minimum number of semester hours of undergraduate or graduate credit in courses approved for the certificate requested, as listed below.
   (Education courses must be so listed in catalog or official letters or publications of the college. In case of question regarding specific courses, applicants should submit evidence to substantiate claim.)

   a. *Elementary School Teacher*

   (Kindergarten through Grade VIII) – 18 semester hours in Elementary Education. Not less than 2 semester hours must be in supervised student teaching in the elementary grades. The remaining semester hours must include courses covering 2 or more of the following areas:

   Educational Psychology, including Child Growth and Development
   Philosophy of Education
   Methods and Materials in Elementary Education
   Curriculum Development in Elementary Education

   b. *Secondary School Teacher*

   (Junior and Senior High Schools) – 12 semester hours in Secondary Education. Not less than 2 semester hours must be in supervised student teaching in the secondary schools. The remaining semester hours must include courses covering 2 or more of the following areas:

   Educational Psychology, including Adolescent Growth and Development
   Philosophy of Education
   Methods and Materials in Secondary Education
   Curriculum Development in Secondary Education
   18 semester hours in major subject field or fields.

   c. *Special Subject Teacher* in Elementary and Secondary Grades, including Junior High School, e.g., Art, Business Subjects, Home Economics, Industrial Arts, Music, Health, Physical Education, Reading, Driver Education, Speech.
   12 semester hours in Education. Not less than 2 semester hours must be in supervised student teaching at the appropriate grade level. The remaining semester hours must include courses covering 2 or more of the following areas:
   Educational Psychology, including Child or Adolescent Growth and Development
   Philosophy of Education
   Methods and Materials of Teaching Special Subject Field
   Curriculum Development in Special Subject Field
   18 semester hours in the special subject field.

   d. *Teacher of Special Schools and Classes*

   30 semester hours of Education approved for the preparation of Special Class Teachers covering the following areas:

   Psychology of Subnormal and Unadjusted Children
   Industrial Arts and/or Crafts
   Special Class Methods
   Educational Measurements
   Supervised Student Observation and Teaching
   N.B. Regularly appointed teachers with 3 years of classroom experience may qualify upon completion of 12 semester hours as follows:

   Psychology of Subnormal and Unadjusted Children
   Special Class Methods
   Educational Measurements
   Industrial Arts and/or Crafts or Domestic Arts

   e. Requirements for certification in the classifications listed below will be mailed upon request, but it should be noted that a teacher's certificate valid for service in Massachusetts and appropriate to the certificate desired is a prerequisite for each.
   Teacher of Speech and Hearing Handicapped
   Guidance Counselor and/or Director
   Elementary School Principal
   Secondary School (including Junior High) Principal
   General Supervisor
   Special Subject Supervisor
   School Librarian
   School Psychologist
   Assistant Superintendent of Schools
   Superintendent of Schools

A candidate who lacks the practice teaching required for a certificate may submit evidence of one semester's successful teaching experience in lieu of practice teaching. Such evidence should be in the form of a letter from the superintendent or principal under whose supervision the teaching was done. It should be noted that the teaching must be on the appropriate grade level as a full time employee of a school system. Not more than three semester hours of credit may be allotted for this teaching experience.

Teaching experience in a departmentalized seventh and eighth grade elementary school is considered as acceptable teaching experience towards a secondary school certificate.

Application must be made on approved form obtainable at division office or from any Massachusetts superintendent of schools. Application, accompanied by supporting credentials, should be mailed to the Director, 182 Tremont Street, Boston, Massachusetts 02111.

THE COMMONWEALTH OF MASSACHUSETTS
Department of Education
Bureau of Teacher Certification and Placement
182 Tremont Street, Boston 02111

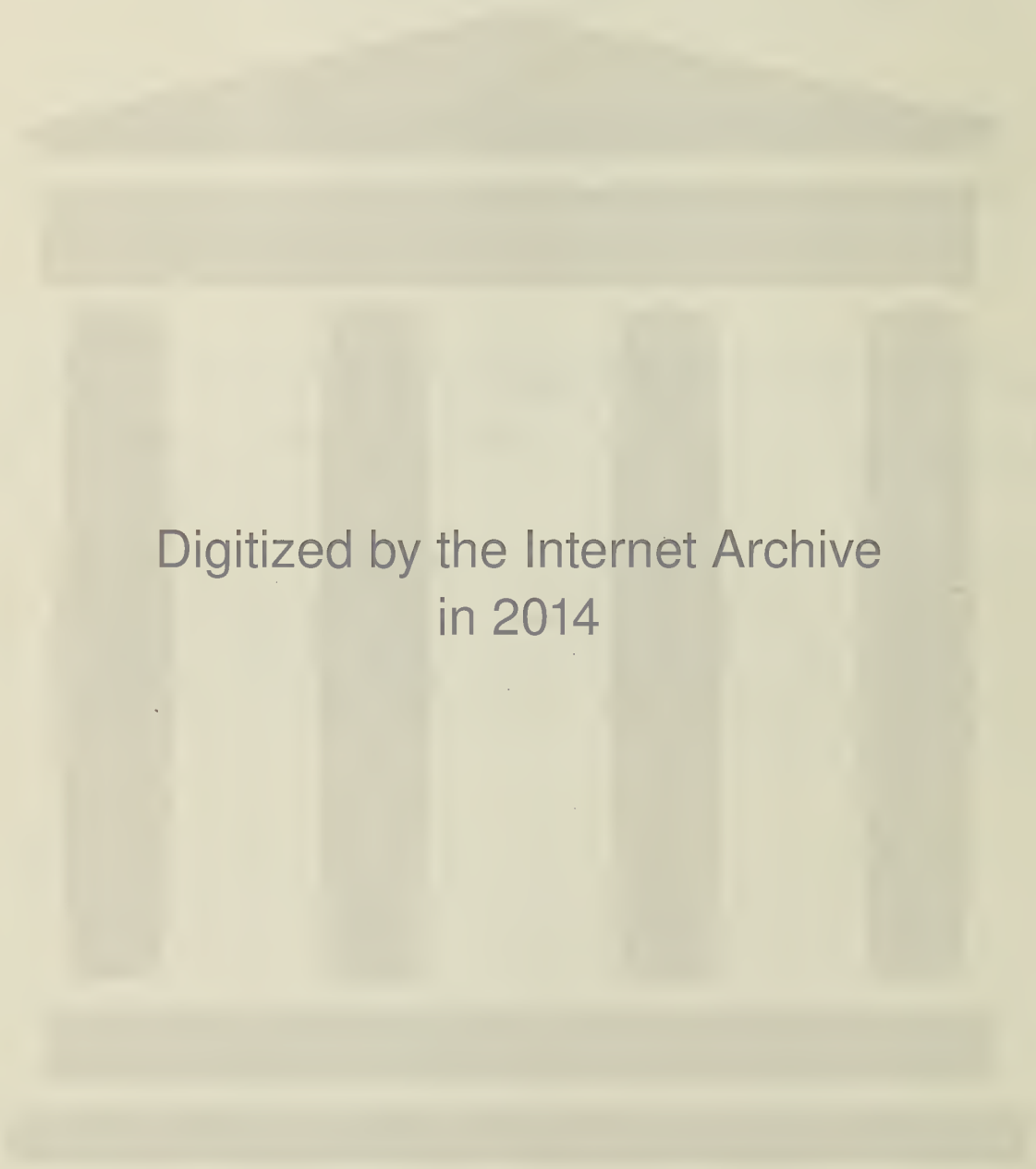
Certification Requirements - Effective September 1, 1956

SUPERINTENDENT AND ASSISTANT SUPERINTENDENT OF SCHOOLS

1. A bachelor's degree or a diploma from a four-year course in a normal school approved by the Board of Education.

2. A teacher's certificate valid for service in the public schools of Massachusetts.

3. Included in the candidate's program of undergraduate or graduate study, there shall be a minimum of six semester hours in the field of elementary education, six semester hours in the field of secondary education, and three semester hours in the field of organization, administration and supervision of a school system. Courses in the field of elementary and secondary education shall be those so listed by the college, university or normal school in official letters or publications.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THE COMMONWEALTH OF MASSACHUSETTS
Department of Education
Bureau of Teacher Certification and Placement

SECONDARY SCHOOL PRINCIPAL - JUNIOR HIGH SCHOOL PRINCIPAL

Effective September 1, 1956

1. A bachelor's degree from an accredited college, or a diploma from a four year course in a normal school approved by the Board of Education.

2. A teacher's certificate valid for service in the public secondary schools of Massachusetts.

3. Included in the candidate's program of undergraduate or graduate work, there shall be a minimum of three semester hours in courses approved as preparation for administrative or supervisory service in the secondary schools, including junior high schools.

ELEMENTARY SCHOOL PRINCIPAL

1. A bachelor's degree from an accredited college, or a diploma from a four year course in a normal school approved by the Board of Education.

2. A teacher's certificate valid for service in the public elementary schools of Massachusetts.

3. Included in the candidate's program of undergraduate or graduate study, there shall be a minimum of three semester hours in courses approved as preparation for administrative or supervisory service in elementary schools.

THE COMMONWEALTH OF MASSACHUSETTS
Department of Education
Bureau of Teacher Certification and Placement
David L. Fitzpatrick, Director

Certification Requirements - Effective September 1, 1956

GENERAL SUPERVISOR

1. A bachelor's degree from an accredited college or university, or a diploma from a four-year course in a normal school approved by the Board of Education.

2. A teacher's certificate valid for service in Massachusetts at the grade level for which certification is authorized.

3. Included in each candidate's program of undergraduate or graduate study, there shall be three semester hours in courses approved as preparation for supervisory service, including work in the supervision of instruction at the appropriate school level or levels.

SPECIAL SUBJECT SUPERVISOR

A special subject is defined as one of the following: art, general business subjects, home economics, industrial arts, music, health and physical education, reading, and similar subjects.

1. A bachelor's degree from an accredited college or university, or a diploma from a four-year course in a normal school approved by the Board of Education.

2. A teacher's certificate valid in Massachusetts in the special subject field.

3. Included in each candidate's program of undergraduate or graduate study, there shall be three semester hours in courses approved as preparation for supervisory service, including work in the supervision of instruction in the special subject field.

COMMONWEALTH OF MASSACHUSETTS
Department of Education
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EFFECTIVE SEPTEMBER 1, 1956

GUIDANCE DIRECTOR OR SUPERVISOR

1. A bachelor's degree from an accredited institution, or a diploma from a four year course in a normal school approved by the Board of Education.

2. A teacher's certificate valid for service in the public elementary or secondary schools, including junior high schools, of Massachusetts.

3. Eighteen semester hours of guidance program education distributed among all of the following:

   Principles and Practices of Guidance
   Organization and Administration of Guidance
   Counseling
   Tests and Measurements
   Occupational Information
   Placement or Personnel Administration

GUIDANCE COUNSELOR

1. A bachelor's degree from an accredited institution, or a diploma from a four year normal school approved by the Board of Education.

2. A teacher's certificate valid for service in the school to be served by the counselor.

3. Twelve semester hours of guidance program education distributed among all of the following:

   Principles and Practices of Guidance
   Counseling
   Tests and Measurements
   Occupational Information

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF EDUCATION
Bureau of Teacher Certification and Placement
182 Tremont Street, Boston 02111

Effective January 25, 1955

CERTIFICATION REQUIREMENTS FOR SCHOOL PSYCHOLOGISTS

A teacher's certificate valid for service in the public schools of Massachusetts.

A Master's Degree with a major in Psychology, or 30 semester hours of graduate credit with a major emphasis in Psychology.

The candidate's program of graduate or undergraduate study must include the following areas:

a. Psychology and growth of the normal child, including such areas as physical and mental growth, childhood, adolescence parent-child relationships, human motivation, mental hygiene, and the influence of family and community relationships.
(minimum: three semester hours)

b. Psychology and growth of the exceptional child, including the physically and mentally handicapped, the emotionally disturbed and the socially maladjusted.
(minimum: three semester hours)

c. Advanced psychology of learning or educational psychology.
(minimum: three semester hours)

d. Diagnosis of learning difficulties and remedial instruction.
(minimum: three semester hours)

e. Individual tests and measurements, including supervised work in the use of these tests on varied case material.
(minimum: three semester hours)

f. Group tests and measurements, including supervised work in the use of these tests on varied case material.
(minimum: three semester hours)

g. Procedures in counseling, guidance, and interviewing with some supervised field work in the utilization of these techniques.
(minimum: three semester hours)

h. Abnormal psychology, including personality development, personality disorders, evaluation problems of both children and adults.
(minimum: three semester hours)

THE COMMONWEALTH OF MASSACHUSETTS
Department of Education
182 Tremont Street, Boston, Mass., 02111

CERTIFICATION REQUIREMENTS

TEACHERS OF SPEECH AND HEARING HANDICAPPED

1. A bachelor's degree from an approved institution or a diploma from a four-year normal school approved by the Board of Education.

2. Included in each candidate's program of preparation there shall be a minimum of thirty (30) semester hours of credit, of which eighteen (18) semester hours shall be distributed over the following six required areas, each of which shall be represented by at least one two-semester hour course:

   Anatomy and Physiology of the Speech and Hearing Mechanism
   Speech Pathology
   Speech correction, including laboratory clinical practice or student teaching
   Speech Reading and Auditory Training, including laboratory clinical practice or student teaching
   Phonetics
   Diagnostic Hearing Testing.

   The remaining twelve (12) semester hours shall be selected from any four of the following areas:

   Psychology of the Handicapped
   Principles of Teaching Handicapped Children
   Child Development
   Adolescent Development
   Guidance
   Educational Tests and Measurements
   Mental Hygiene.

NOTE: In addition to the above educational requirements, the applicant must submit proof of American citizenship, good health and sound moral character. Application forms may be obtained from the Bureau of Teacher Certification and Placement, 11th floor, 182 Tremont Street, Boston, Massachusetts, 02111.

MASSACHUSETTS DEPARTMENT OF EDUCATION

Division of Teacher Certification and Placement
182 Tremont Street
Boston 11, Mass.

REQUIREMENTS FOR TEACHERS OF THE DEAF - Effective May 3, 1960

1. A bachelor's degree from an accredited college or university approved by the Board of Education.

2. The following courses as described, involving not less than twenty-eight hours of credit, to be earned within a continuous six year period.

A. THE TEACHING OF SPEECH TO THE DEAF

This course should include a section on phonetics (The International Phonetic Alphabet, Bell's Visible Speech, a Diacritical Marking System and/or the Yale Charts). It should also cover methods and devices for developing all the English sounds. It should stress a definite philosophy (the sound, syllable, or whole-word-with-meaning approach) and should include the basic principles to be taught, viz: (1) good voice placement, (2) enunciation, (3) pronunciation, and (4) phrasing. It is essential that demonstrations and practice with deaf children be an integral part of this course.

B. THE TEACHING OF LANGUAGE TO THE DEAF

A study of techniques employed in the development of language with deaf children, with special emphasis on problems and methods. This course should introduce the student to the various systems of teaching languages that are in use in the various schools for the deaf in the country. A thorough understanding of the construction of the English sentence and the principles of grammar is essential to the proper use of any of these systems and should be included in this course. The student should be prepared in methods of correcting mistakes in language, common to the deaf child.

C. METHODS OF TEACHING ELEMENTARY SCHOOL SUBJECTS TO THE DEAF

This course should include methods of teaching reading to deaf children - both the recognition of symbols and the selection and organization of materials to provide, at all levels of achievement, for the improvement of skills contributing to more efficient apprehension of meaning and a higher degree of interpretation and application. Classroom procedure and methods of presentation of the content subjects, such as arithmetic, science, and the social studies, should be considered. The sources of procurement and the use of all types of visual material should be discussed. The use of teaching films should be demonstrated - the films to be used as part of regular class work and not as entertainment, to insure an active attitude rather than a passive viewing of such films.

D. PROBLEMS IN THE EDUCATION AND GUIDANCE OF THE DEAF

This course should cover the history of the education of the deaf. It should review the finding of the various research studies that have bearing on the psychology of the deaf, social adjustment of the

D. (continued)

deaf, and studies related to the deaf and their learning problems. The student should become familiar with the professional literature in the field in this course, and he should also become familiar with the place of the adult deaf in today's society.

E. AUDITORY AND SPEECH MECHANISMS

This course should cover the physiology and pathology of the speech and hearing mechanisms.

F. AUDIOMETRY, HEARING AIDS, AND AUDITORY TRAINING

A survey of the physics of sound with special emphasis upon the acoustics of speech and the function of the ear as a sound receptor. The concept of threshold should be introduced, especially the several types of thresholds involved in speech perception and methods for their determination. The testing of hearing and the interpretation of various types of audiograms with stress on their value in the educational program should be included. The problem of the selecting and fitting, the care and benefits of hearing aids should be discussed. Lectures should be given to help the student teachers set up practical classroom programs for children with varying degrees of hearing loss. Such a program should include developmental exercises in listening to speech and language (for recognition and interpretation) and the production of speech and language.

G. METHODS OF TEACHING SPEECHREADING TO THE DEAF AND HARD OF HEARING

This course should include the principles of teaching speechreading, the limitations and possibilities of lipreading; preparation of original speechreading material suitable for hard of hearing and for deaf children; study of systems of speechreading for adults; Bruhn, Nitchie, Kinzie, etc.

H. OBSERVATION AND STUDENT TEACHING

This course should include a minimum of 400 clock hours of observation and practice teaching in classes of deaf children in a well organized school for the deaf with an enrollment of not less than 100, varying in age from pre-school through Junior High School (9th grade) and student teaching in classes on at least three levels: pre-primary, primary, elementary, and/or Junior High School.

I. PSYCHOLOGY OF EXCEPTIONAL CHILDREN

The study of children who deviate from the normal: mentally retarded, gifted, deaf, hard of hearing, crippled, blind, and partially seeing, speech defective, socially maladjusted, etc.

CERTIFICATION OF SCHOOL LIBRARIANS

Any person who served for any period of time as a public school librarian in Massachusetts prior to May 2, 1960, is exempt from the law and needs no certificate.

The specific requirements for the school library certificate will not go into effect until May 1, 1963. Up to that time, any person holding a bachelor's degree and who presents a letter from a superintendent of schools, stating the intention of the school committee to appoint that person as librarian, may be certified as a school librarian, provided the person presents an application, supported by proof of citizenship, good health and character, and a bachelor's or higher earned degree from an approved institution.

SCHOOL LIBRARIAN CERTIFICATION REQUIREMENTS - Effective May 1, 1963

1. A bachelor's or higher earned degree, based upon a four year curriculum in a college or university approved by the Board of Education.

2. Included in each candidate's program of preparation shall be either a degree in Library Science, or a minimum of eighteen semester hours approved as preparation in Library Science Education, including instruction in the following:

   Books and related materials for children and/or young people
   School library organization, administration and practice
   Reference materials and their use
   Classification and cataloging of books and related materials

3. Included in each candidate's program of graduate or undergraduate study, there shall be: a minimum of twelve semester hours in education courses approved for the preparation of elementary and/or secondary school teachers, distributed among four or more of the following:

   Philosophy of Education
   Psychology of Education
   Methods and Materials
   Curriculum Development
   Guidance
   Reading

N. B. Persons devoting more than half-time to school library service shall hold a certificate endorsed for service as a school librarian.

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TEACHER CERTIFICATION REQUIREMENTS - DRIVER EDUCATION

1. A bachelor's degree.

2. Twelve (12) semester hours in Education courses, approved for the preparation of teachers of Driver Education, with not less than two (2) semester hours in supervised student teaching at the appropriate grade level.

   The remaining semester hours shall include two or more of the following areas:

   Philosophy of Education
   Curriculum Development in the Special Subject Field - Driver Education
   Methods and Materials of Teaching Driver Education
   Educational Psychology, including Child and/or Adolescent Growth and Development

3. A minimum of eighteen (18) semester hours of preparation at the college level in the Special Subject Field - Driver Education.

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In order to assist the certifying office of the Department of Education in its determination of the candidate's qualifying under "3" above, it is suggested that the candidate's transcript must show at least three semester hours' credit earned in an approved course in DRIVER EDUCATION.

The remaining fifteen (15) semester hours' credit may have been earned in at least two of the following areas:

Physics
Mechanical Engineering
Physical Education
Safety Education and First Aid
General Psychology
Guidance
Sociology
Statistics
Audio-Visual Aids
Law
Advanced Driver Education

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF EDUCATION

CERTIFICATION OF AUDIO-VISUAL MEDIA SPECIALISTS

Any person who shall have been employed as an audio-visual media specialists prior to September 28,1971 in a Massachusetts public school is exempt from certification as an audio-visual media specialist.

Anyone certified for employment in a Massachusetts public school or legally exempt by virtue of service prior to July 26, 1951, and who is employed as an audio-visual media specialist and who prior to September 28, 1974, requests certification as an audio-visual media specialist, shall be so certified if he presents a letter from the superintendent of schools of the employing school district validating said employment.

AUDIO-VISUAL MEDIA SPECIALIST CERTIFICATION REQUIREMENTS
Effective September 28, 1974

1. Bachelor's or higher earned degree from an accredited or approved college or university.

2. A teaching certificate valid for service in Massachusetts public schools.

3. A candidate shall submit evidence of his completion of thirty semester hours of media preparation including the following areas:

    Audio-Visual Media Design and Preparation
    Administration of Audio-Visual Media Services
    Selection and Utilization of Instructional Materials
    Learning and Communication Theory
    Cataloguing and Classification of Instructional Materials